



State of Tennessee
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Tennessee State Library and Archives
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**BOARDS AND COMMISSIONS
INSTITUTE OF AFRICAN AND CARIBBEAN AFFAIRS
1986 [1990-1992] 1992**

RECORD GROUP 299

Processed by:

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Archival Technical Services

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MICROFILM ONLY

INTRODUCTION

Record Group 299, Boards and Commissions, Institute of African and Caribbean Affairs, spans the years 1986 through 1992, although the bulk of the collection is concentrated in the period of 1990 through 1992. The record group consists of correspondence by subject files and general office subject files reflecting the routine activities and responsibilities of the Institute of African and Caribbean Affairs.

The records contained in this collection came from the State Records Center on February 18, 2000. The final disposition of these records was determined by the Records Disposition Authority (RDA) number S1615. In accordance with the RDA , all material in Record Group 299 has been microfilmed and the originals were disposed of by the state approved method. This is a microfilm only collection.

Record Group 299 consists of approximately 1½ cubic feet of records. Records removed and destroyed during processing were duplicate copies and routine office materials. There are no restrictions to access.

SCOPE AND CONTENT

Record Group 299, Boards and Commissions, Institute of African and Caribbean Affairs, consists primarily of business correspondence and routine office management subject files related to the daily activities of the Institute of African and Caribbean Affairs from 1990 through 1992. The original order of this collection was somewhat alphabetical, therefore the original file titles were retained and alphabetized. The routine office management files are isolated from the correspondence files and all are arranged by subject. The subject files are alphabetical then chronological. The majority of the correspondence in this collection is for the Executive Director, Levi Jones. Several correspondence files are for Mr. Ron Miles, Business Developer and Project Coordinator. The General Office files include the budgets for the institute and an audit report. The "Response to State Audit Questions" gives a good description of the responsibilities of the institute and a justification of its existence which was in question in 1991.

The primary purpose of the institute was to promote trade between the state of Tennessee and countries in Africa and the Caribbean. The institute hosted, and members attended, conferences and seminars for the purpose of promoting small businesses in international trade. The responsibilities of the institute were transferred to the Department of Economic and Community Development in 1992 and the institute ceased to exist.

Record Group 299 offers a perspective into the work done by the Institute of African and Caribbean Affairs to attract and promote international trade. These records are the only extant records of the institute before its responsibilities were transferred to the Department of Economic and Community Development. Additional information on similar topics may be found in Record Group 210, Department of Economic and Community Development Records, 1953-1984.

CONTAINER LIST

MICROFILM ROLL #1

BOX 1

Correspondence by Subject File

1. Adampahsonic Motors, LTD.
2. Advanced Innovative Technology, Inc.
3. Africa In April Committee
4. African Ambassadors Group, Washington, D.C.
5. African American Institute
6. African American Islamic Institute
7. African Criminal Justice Professionals Visit.
8. African University
9. AKA Tennis Shoes
10. Akale, Henry, Akwa, Cameroon
11. Allied International Marketing Services Corporation
12. Ansah, Edward
13. Appiah, Nana
14. Armstrong, Rep. Joseph
15. Barbcole, LTD.
16. Belize Citrus Growers Association
17. Budget, 1992, Leona Keeling
18. Cameroon
19. Caribbean Conference, 1991.
20. Carpenter, Charles
21. Channel 4 News, Tom Lee.
22. Crippens, Nathaniel
23. Davis, Senator Edward
24. DeBerry, Rep. Lois
25. Ditopile, Athmanie, Dar Es Salaam, Tanzania
26. Dixon, Rep. Roscoe
27. Dobbins, George
28. Drew, Jerry
29. ECIPS (Eastern Caribbean Investment Promotion Service)
30. Entrepreneurs International, 1990.
31. Feek Ventures, LTD.
32. Ford, Senator John
33. Franklin, John
34. Fungwe, Thomas
35. Georgia Industrial Companies
36. Ghana
37. Greenhouses

BOX 1

Correspondence by Subject File (continued)

38. Guinn, Franketta
39. Gunderson, Gary
40. Harper, Senator Thelma
41. Hayford, Kojo
42. Hazelwood, Jerry
43. Hefner, James
44. Henry, Senator Douglas
45. Holeyfield, Mabra, Secured Capital Developers
46. Holley, Bette, Nasbite Conference
47. Horner, Pat, Institute for Cosmetology Sciences
48. Houston Ezell Corporation
49. In-Coming Correspondence, 1991
50. Institute of African Affairs
51. International Business Developments
52. Interoffice Correspondence, 1991
53. Jackson, Helen, Paradise Gardens
54. Jacox, Dr. R. F.
55. Johnson, Carl, Economic & Community Development
56. Jones, Rep. Rufus
57. King, Alvin M.
58. King, Tony
59. Legislative Bill, April 1992
60. Liberian Islamic Union for Reconstruction & Development Symposium, 1991
61. Love, Rep. Harold
62. McBride, Elsie L., La Belle Chevelure Salon & School
63. McWherter, Governor Ned
64. Mann, Ron
65. Manning, David, Commissioner of Finance & Administration
66. Meekins, Addie R.
67. Miami Conference, 1991
68. Miles, Ron, General Correspondence
69. Minorico, L.P.
70. Miscellaneous Correspondence, 1991
71. Monogen, Sadie, Serowe, Botswana
72. Montague, Arnett
73. Motion Enterprises
74. Mukadam, Showkat, Capetown, South Africa
75. Muro, Jakob P., Moshi, Tanzania

BOX 1

Correspondence by Subject File (continued)

76. Mshiu, Elias, Arusha, Tanzania
77. Mwaibulla, David, Morogoro, Tanzania
78. Naifeh, House Speaker Jimmy
79. Nashville Export Company & Rio De Oro Continental Agency
80. Natchez Trace
81. Mgameni, Jean Paul
82. Nice-N-Pure Corporation
83. Nigeria
84. Njie, Mustapha, Banjul, Gambia
85. Njasse, Albert, Bertoia, Cameroon
86. Okoumea International, Inc.
87. Olds, E. M.
88. Ole-Suya, Brown, Arusha, Tanzania
89. Out-Going Correspondence, 1991
90. Overseas Private Investment Company (OPIC)
91. Peebles, James
92. Pen Pals
93. Plant, Paul
94. Ponder, Henry
95. Prospino Agencies
96. Pruitt, Rep. Mary
97. Ray, Phyllis
98. Rhinehart, Shelby
99. Rice Project, Georgetown, Guyana
100. Robinson, Rep. Clarence B.
101. Rosenblatt-Naderi Associates
102. Rollins, Avon
103. Ryall, Roy
104. Sao Tome, Radio Station
105. Searcy, Walter
106. Senneville, Didier De
107. Shanks, Edward, Double-Cola Company
108. Shell, Dorothy
109. Shockley, Tamara
110. Sinclair, Ross
111. Sullivan, Rev. Leon H.

112. Tilapia Fish Farm for Africa
113. Travel--Levi Jones, 1986-1992
114. Travel--Ron Miles, 1989-1991
115. Turner, Rep. Brenda
116. Turner, Rep. Larry
117. Volunteer Bus Sales
118. Wilder, Senator John
119. Wilmor Corporation
120. Woodard, J. R.
121. Zimbabwe
122. Zimbabwe Conference, 1991

BOX 2

General Office Subject Files

1. Budget, 1990-1991
2. Budget, 1991-1992
3. Budget Cuts, 1991-1992
4. Budget , 1992-1993
5. Charges on Tennessee State University, 1991-1992
6. Contract-Africa In April, 1992
7. Contract-Chattanooga African American Museum, 1991
8. Contract-Jackson African American Street Festival, 1991
9. Contract-Nashville African Street Festival, 1991
10. Contract-Norma Merrimon, 1991
11. Contract-O'PAC International LTD., 1991
12. Maintenance of Equipment
13. Memos-Interoffice, 1992
14. Minutes of Board, 1991
15. Performance Audit, 1987
16. Printing & Duplicating, 1992
17. Professional Services/Dues
18. Rental & Insurance, 1991-1992
19. Report-Findings at the 16th Annual Legislative Retreat, 1991
20. Report-Goals & Approval Criteria for IACA, 1991
21. Report-Policy & Position Statements, 1991
22. Report-Response to State Audit Questions, 1991
23. Report-Summary of 1990-1991 Annual Report
24. Supplies, 1991-1992
25. State Vehicles, 1991
26. Status Reports, 1992
27. Telephones, TSU, 1991-1992